

## Norwalk Easter Public Library

Subject: Donation Policy

Section: Collections, Computers, & Technology

### Board

Approved: February 2003

Revised: March 2015

Next Review: March 2017

## DONATIONS

Norwalk Easter Public Library appreciates and encourages donations of gently used materials. We acknowledge that donated items often enrich and expand the library's collection. Please call the library at 515-981-0217 before making your donation, and to schedule a time for dropping materials off.

### Guidelines

All donations and/or gifts must be legally owned by the donor and free of liens or claims. Acceptance of donated materials does not guarantee addition to the collection. Donated items, if used for the collection, will be shelved in the regular collection where they are most useful rather than on separate shelves that take them out of logical sequence. The same guidelines and criteria used to select purchased materials are used to evaluate donations.

We do accept:

- New and used books (in good condition)
- Blu-rays
- DVDs
- Audiobooks on CD
- Cake pans

We do not accept:

- Textbooks
- Condensed books
- Encyclopedias
- Magazines
- Marked, yellowed, musty, or damaged materials
- Items that are out of date
- Equipment, unless it satisfies a definite need

If accepted, donations become the property of the library and may be disposed of as the library chooses. Materials donated with special conditions or restrictions are not accepted.

The library is under no obligation to replace gifts if they are lost, damaged or worn, or to keep them after they have become obsolete or are of no further value to the library.

If requested, a receipt stating the number of items given is provided. However, the library does not assign a dollar value. Value is for the donor to establish.

## Gifts of Money

The library welcomes gifts of cash, bequests, insurance policies, legacies and the like. Unless otherwise requested, such gifts will be used for collection development or major projects deemed suitable by the Library Board of Trustees.

## Donor Receipt

Donor and library employee accepting donation will fill out following form.

By these presents I (we) hereby irrevocably and unconditionally transfer to the Norwalk Easter Public Library by way of gift effective now, all my (our) right, title and interest in and to the following object(s) which I (we) own:

Type of Material:	Quantity:
Hardbound Books	
Paperback Books	
Multimedia	
Other Materials	

This agreement is made and accepted subject to the forgoing terms and those hereinafter stated which are hereby made a part of this memorandum of agreement.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ (Month), \_\_\_\_\_ (Year)

\_\_\_\_\_  
Donor Please Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Signature, Norwalk Easter Public Library

\_\_\_\_\_  
Date

Adopted by the Norwalk Easter Public Library Board of Trustees February 10, 2003

Revised November 14, 2005

Revised February 16, 2009

Revised March 9, 2015